



## The Perfect Transfer Packet

Items you must send to the State:

- ✓ 2 Cover Letters
  - ✓ From the receiving agency
  - ✓ From previous agency - Must state they are aware of the transfer
- ✓ 2 DSS 5015s Foster Care Facility License Action Request
  - ✓ From your agency with new information
  - ✓ From previous agency for termination
- ✓ Mutual Home Assessment Summary from New Agency
  - ✓ A narrative documenting that your agency has become acquainted with the foster family and information regarding their fostering experience

Things to remember:

- ✓ New agency should gather required information and send in as **one single packet to the State**
- ✓ **Effective Date:** Packets received by or before the **20<sup>th</sup>** of the month will be effective the 1<sup>st</sup> day of the same month. Those received after the 20<sup>th</sup> of the month will be effective the 1<sup>st</sup> of the following month; e.g. packet received on Aug. 15<sup>th</sup> will be effective with the new agency Aug. 1<sup>st</sup>, and terminate from the originating agency July 31<sup>st</sup>.
- ✓ If you are requesting a foster home become therapeutic, include documentation that the primary caregiver has or will receive the additional training required to provide therapeutic services
- ✓ If there is an address change; include fire inspection (DSS 1515) and environmental check (DSS 5150)
- ✓ Keep **all** other documents from the previous agency, along with any criminal record checks, etc. in your file